

ARCHDIOCESE OF CINCINNATI POSITION DESCRIPTION

POSITION TITLE: Associate Director for Marriage Preparation **EFFECTIVE DATE:** 6/1/2026

DEPARTMENT: Communication & Evangelization
(Center for the New Evangelization)

POSITION SUMMARY:

The Associate Director for Marriage Preparation works with the Marriage & Family Evangelization team to implement the Marriage Catechumenate in the Archdiocese of Cincinnati. S/he primarily supports parishes with Stages 1 and 2 of the *Guidelines for the Marriage Catechumenate*, and mentors parish leaders with all aspects of marriage preparation. S/he also coordinates the archdiocesan Genesis: Pre-Cana Retreat, maintaining the high standards already established for this ministry. This requires approximately 12 Saturdays per year, and may include occasional weekday evening work as well.

The Associate Director collaborates closely and congenially with the entire staff of the Center for the New Evangelization (CNE) and the Department of Communication & Evangelization, as well as other archdiocesan offices. The Associate Director for Marriage Preparation must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

CREDENTIALS & EXPERIENCE:

1. A practicing Catholic in good standing with strong knowledge of the Catholic Church, including structure and doctrine, and who maintains a regular prayer life. Able and willing to give personal witness to Church teachings, particularly relating to marriage and family, chastity, and human sexuality.
2. Master's degree in Catholic Theology, Catechetics or Pastoral Studies.
3. Classroom experience teaching St. John Paul II's *Theology of the Body* and/or have an ability to clearly and pastorally articulate the Church's teaching on married love and the gift of children.
4. Strong communication (written and verbal), organizational, interpersonal, and administrative skills are essential.
5. Team player - humble, hungry, and smart; collaborative and comfortable with being behind the scenes as well as in the spotlight; pleasant and responsive; builds productive and mutually respectful relationships; creates trust.
6. Reliable; employs good judgment; attends to duties as expected and communicates any barriers or difficulties as quickly as possible.
7. Highly organized with strong time-management skills; able to prioritize conflicting needs; meets deadlines; must be able to manage multiple projects concurrently.

DUTIES & RESPONSIBILITIES:

- 1.* Supports parishes in the implementation of the Marriage Catechumenate by training and mentoring leaders regarding all marriage preparation initiatives.

